



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants** is the standard-setter for Hong Kong responsible for the development, maintenance and enhancement of Hong Kong standards with a focus on accounting, auditing and assurance in the private sector, and professional ethics for accountants. The Institute is also the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves the public interest of Hong Kong.

We are inviting high calibre professionals to join us for the following positions to lead the Institute's activities in an area that is central to maintaining the first class international profile of Hong Kong and the Institute:

### **ASSOCIATE DIRECTOR (PROFESSIONAL PROGRAMME), EDUCATION & TRAINING [Ref.AD(PLD)-E&T]**

The Associate Director will assist the Deputy Chief Executive and Director of the Education & Training Department in all matters pertaining to the Institute's Professional Development Strategy and Continuing Professional Development ("CPD") training offerings. This position is responsible for the strategic development and implementation of CPD training to the Institute's members. The post reports directly to the Director of the Education & Training Department and supports the Professional Development Committee and any related working groups.

#### **Role and Responsibilities**

- Developing strategies for the Institute's members learning and development.
- Overseeing the CPD training curriculum including designing the curriculum and supervising the delivery of CPD training offerings
- Supervising the operational activities of CPD function.
- Implementing the strategic initiatives under the Institute's Professional Development Strategy.
- Driving and facilitating collaboration across internal and external stakeholders on achieving the members development initiatives.
- Delivering formal line management responsibilities for the CPD function.

#### **Qualifications and requirements:**

- Learning design and development fundamentals.
- Knowledge and experience in developing learning strategies.
- Proactive and able to drive new learning ideas.
- Strong people management skills and able to negotiate at all levels both within and outside the organization.
- Strong project management skills and problem solving skills with attention to detail.
- Proven leadership and management experience.
- Degree holder or above; minimum 8 years of relevant experience gained in sizeable organizations.
- Candidates with good understanding on the Accounting profession will be preferred.
- Ability to establish professional relationships with strong communication skills, both verbal and written, in English and Chinese including Putonghua.

Applications should be marked “**Confidential**” quoting the reference code [Ref. AD(PLD)-E&T] with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong** or by email to [talent@hkipa.org.hk](mailto:talent@hkipa.org.hk).

*Personal data provided will be used for recruitment purpose only.  
For more information, please visit our website at [www.hkipa.org.hk](http://www.hkipa.org.hk).*